

## **Emmaus Public Library Cash Management Procedure for Federal & State Grants**

### **Purpose:**

Cash management procedures that establish LSTA fund controls and accountability, including written procedures for determining the allowability of costs under the terms and conditions of the LSTA award (2 CFR §200.302(b)(6), §200.302(b)(7), §200.305).

### **Procedure:**

The Library would make a separate account in QuickBooks for the income (for example, LSTA grant-COVID). The expenses would be listed monthly in QuickBooks, and together in a separate spreadsheet.

This procedure would track all income and expenses for the grant.

All expenses must have invoices and proper back up to be paid, and must be signed off by the Director.

The grant money would be deposited into our bank account and therefore comingling, but it is accounted separately as described above.

The library is audited annually by Mike Green, CPA of Emmaus, PA.